

## **NEW Applicant Effective June 1, 2009**

Effective June 1, 2009, a new applicant for a learner's permit, license, moped operator's permit or identification card must present (1) document to prove age and identity, (1) document to prove they possess a valid, verifiable Social Security Number (SSN) or proof of ineligibility for an SSN, (1) document to prove lawful status and (2) residency documents. Applicant must bring original documents or copies certified by the issuing agency. Photocopies, notarized copies, and documents with alterations or erasures will not be accepted. If any document is damaged, torn, overly worn, etc., the applicant may be required to obtain a replacement.

### **Source Documents for Age and Identity**

- Valid, unexpired U.S. passport\*; or
- Original or certified copy of a birth certificate filed with a State Office of Vital Statistics (OVS) or equivalent agency in the applicant's state of birth (U.S. or territorial)\*; or
- Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State (DOS), Form FS-240, DS-1350 or FS-545\*; or
- Valid, unexpired Permanent Resident Card, Form I-551, issued by the U.S. DHS\*; or
- Certificate of Naturalization, form N-550 or N-570 issued by the U.S. DHS\*; or
- Certificate of Citizenship, Form N-560 or N-561 issued by the U.S. DHS\*; or
- Unexpired employment authorization documents (EAD), Form I-776 or I-688B issued by the U.S. DHS\*; or
- Unexpired foreign passport with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the U.S.\*; or
- Unexpired employment authorization documents (EAD)\*; or
- Any other documents designated acceptable by U.S. Department of Homeland Security and acceptable by the Administration.

**\*Also satisfies lawful presence requirements.**

### **Documentation of a valid, verifiable SSN or proof of ineligibility**

- Original Social Security (SS) Card; or
- W-2 form, not more than 18 months old; or
- SSA-1099 form, not more than 18 months old; or
- Non-SSA-1099 form, not more than 18 months old; or
- Pay stub bearing the applicant's name and SSN, not more than 3 months old; or
- Documentation demonstrating non-work authorized status.
- Other proof of ineligibility for an SSN acceptable by the Administration.

### **Source Documents for Lawful Status**

If the identity document does not also satisfy proof of lawful presence, the applicant must present another document issued by the United States Department of Homeland Security or other federal agencies demonstrating lawful status and determined to be acceptable by the Administration.

## **Source Documents for Maryland Residency**

To establish residency, an applicant for a learner's permit, license, moped operator's permit or identification card, must present at least two of the following source documents. The documents may not be from the same business, company or agency. The address on the applicant's Maryland residency sources must match the address on the application. A post office box may be used only in conjunction with a resident's address if it is in the same zip code area. The use of a private mail drop is not permitted.

- Maryland vehicle registration card or title;
- Utility, telephone or cable/satellite TV bill;
- Checking or savings account statement;
- Life insurance card or policy (over 3 years old);
- Property tax bill or receipt;
- Mortgage account or proof of home ownership;
- Residential rental contract (apartment lease or other rental of real property);
- First class mail from a federal, state or local government agency (to include the contents and envelope); MVA mail is not acceptable;
- Copy of federal or MD income tax return filing not more than 18 months old, with proof of filing;
- Installment contract from a bank or other financial institution;
- Sales tax or business license;
- Major credit card bill;
- Residential service contract (refers to services performed at the address of residence; for example, cable or satellite television, TV repairs, lawn service or exterminator contract);
- Cancelled check with imprinted name and address; or
- Voter registration card; or
- Selective Service Card.

NOTE: The following is applicable if the applicant is:

- A dependent, the MVA may accept a certified statement of residency from the parent or guardian, signed in the presence of a MVA official. (Satisfactory proof of identity, Maryland residency, and relationship of the parent or guardian to the applicant is required.); or
- A married person, the MVA may accept a certified statement of residency from the applicant's spouse, signed in the presence of a MVA official. (Satisfactory proof of identity, Maryland residency, and marital relationship is required.); or
- An inmate or former inmate, the MVA may accept, an Order of parole, Order of Mandatory release, or an address certification issued by the Administration and signed and dated by DPSC official, dated within 60 days of release; or
- Homeless or a resident of a nursing home, the MVA will accept certification from nursing homes and homeless service providers under certain conditions for proof of residence.